

<p style="text-align: center;"><b>Invitation to Bid</b> <b>Annual Contract HVAC Maintenance &amp; Repair &amp; Installation Services</b> Bid #05-046</p>
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The City Council of the City of Brighton by and through its Procurement Agent is accepting Bids from qualified firms to furnish all labor, equipment, supplies, and material as necessary to furnish an Annual Time and Material Contract for **ANNUAL HVAC MAINTENANCE, REPAIR, and INSTALLATION SERVICES**. Services may include maintenance, repair, and replacement services on various sizes of HVAC units. Locations, quantities, and brands include, but are not limited to:

- The City currently has a minimum of 14 buildings that contain HVAC units.
- The building that generally requires the greatest amount of maintenance service is the Recreation Center, which has (5) large roof top units controlled by a Trane, Tracker building management system.
- Equipment Brands: Trane, Des Champs, Amana, Lennox, Ruud, Detroit, Carrier, Liebert, Modine, Reznor, Technical Systems, and Rheem.

**All prospective firms MUST obtain their copy of the Bid through the City of Brighton Procurement Office. Receipt of addenda's will not be guaranteed unless the firm is on the plan holder's list as maintained by the City of Brighton Procurement Office.**

Sealed Bids for consideration will be received at the office of the Procurement Agent, City of Brighton, 22 South 4th Avenue, Suite 106, Brighton, Colorado 80601, no later than **June 22, 2005 by 11:00 AM MDT**. There shall be one official clock for determining the timely filing of sealed bids and it shall be located in said office of the Procurement Agent and designated as the "official clock". Bids may be mailed or delivered in person, but must be in a sealed envelope. **No Bids** will be accepted after the time and date established above, except as revised by written addenda.

Issuance of this invitation does not commit the City of Brighton to award any contract or to procure or contract for any equipment, materials or services.

A Certificate of Insurance with the City **named as additionally insured** will be required of the award vendor.

The City assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or failure of any telephone equipment, either within its facilities or from outside causes.

Only sealed Bids received by the Procurement Department will be accepted. Bids submitted by telephone, telegram or facsimile machine are not acceptable. All Bids received after the date and time mentioned, will be returned to the bidder unopened.

The City of Brighton is an Equal Opportunity Employer.

To obtain Bid documents or any questions regarding this invitation shall be referred to Sharon L. Williams, City of Brighton Procurement Agent, who may be reached by telephoning 303-655-2001, by faxing 303-655-2152, by e-mail at [swilliams@brightonco.gov](mailto:swilliams@brightonco.gov), or by writing to the Office of the Procurement Agent, City of Brighton at 22 South 4th Avenue, Brighton, CO 80601.

City of Brighton, Colorado  
A Home Rule Municipal Corporation

By:  
Sharon L. Williams, CPPB  
Procurement Agent

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